



Missouri Department of Elementary and Secondary Education

— *Making a positive difference through education and service* —

April 16, 2008

TO: Authorized Representative, National School Lunch Program

FROM: Matthew Essner, Assistant Director – DESE – School Food Services

SUBJECT: Hallmark/Westland Beef Recall Instructions for Reimbursement

The following guidelines have been established by the State of Missouri, Department of Elementary and Secondary Education (DESE) – School Food Services, for LEAs to receive the due reimbursement for all beef products included in the Hallmark/Westland Beef Recall issued on February 17, 2008. This was a voluntary recall by Hallmark/Westland Meat Packing Co. after the Food Safety and Inspection Service (FSIS) determined non-ambulatory cattle, used for beef products, were not receiving proper inspection from FSIS public health veterinarians. All financial aspects of this recall are being handled by the Agriculture Marketing Service (AMS), which is the division of the USDA who purchases group A commodities including all meat, poultry and eggs for use in the Food Distribution Program.

All recalled products should have been picked up by Food Distribution Associates LLC (FDA) during your routine delivery of commodities by this time. If your LEA still has recalled products remaining on-site you need to contact Matthew Essner, matthew.essner@dese.mo.gov or 573-522-1974, for further instructions on how to proceed with destruction of the recalled product.

The following steps must be followed in order for your LEA to receive reimbursement for all processing fees associated with the recalled product:

1. All invoices for recalled products must be paid to the processor before further actions can take place. Payment must be made for all products that were delivered to your school and then picked up due to the recall **and** products that were not delivered to your school, but were invoiced to your LEA. Because this recall was initially an administrative hold that started on January 30, 2008, products that were in the State warehouse were no longer shipped, but the processors had already generated invoices to the LEAs; therefore the product was already assigned to your LEA and must be paid.
2. A copy of the **paid invoices**, including date paid and check number, must be submitted to the State Agency (SA). The SA has an inventory list of all items that were not shipped out of the warehouse and the LEA they were assigned to, but you must indicate on your paid invoice any items that were paid for and never delivered to your school. All invoices will be submitted with the SA's public voucher (claim for reimbursement to the USDA) and must have an explanation for all fees in order to be reimbursed.

3. For non-public LEAs, in addition to paid invoices to processors, a copy of the **paid delivery receipt** to FDA, including date paid and check number, must be submitted to the SA in order to be reimbursed for all delivery fees associated with the recalled product. Delivery of products to public schools is paid for by the SA; therefore no delivery receipts are needed from public schools.
4. A copy of your **signed pick-up receipt** from FDA, indicating which products were picked up and the quantity of each, must be submitted to the SA. Your reimbursement will be figured using the quantities that were picked up by FDA and the quantities you indicate on paid invoices which were never delivered. All quantities will be double checked for accuracy so please be cautious when submitting your information to avoid any delays.

All information should be faxed to 573-526-3897 Attn: Matthew Essner or scanned and emailed to matthew.essner@dese.mo.gov. Due to the volume of information that will be submitted to the SA, scanning and emailing your information may be the best means of submitting. You will receive a confirmation email when your information has been received. If you choose to fax your documentation please include an email address where a confirmation message can be sent.

The SA has been asked to submit all information to the USDA by April 22, 2008; therefore we need your documentation to be submitted to our office **before Monday, April 21, 2008, at 10:00 a.m.** The sooner the SA receives your information, the quicker we can get all of our information organized and submitted to the USDA. Once our public voucher has been received by the USDA it will be double checked for accuracy and forwarded on to AMS, who has set an optimistic goal of issuing reimbursement back to the SA within ten (10) days of being submitted. The SA will then work to issue reimbursements to LEAs by the quickest means possible.

We apologize for the lack of quick guidance concerning this beef recall, but this is more than three times larger than any beef recall in the USDA history and the USDA was slow to issue guidance because of the magnitude of the recall. If you have any questions about procedures which need to be followed or documentation that must be submitted, please contact Matthew Essner (573-522-1974), Ellen Hester (573-751-9424) or Gary Karr (573-751-7253) and we will work to get the answers you need.

Sincerely,



Matthew E. Essner
Assistant Director
School Food Service